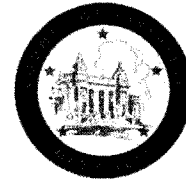


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM**  
3.10  
(ID # 5823)

**MEETING DATE:**

Tuesday, January 9, 2018

**FROM :** ECONOMIC DEVELOPMENT AGENCY (EDA):

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA): Approval of Tent, Pipe, and Drape Services Agreement with A1 Event & Party Rentals for the 2018 Riverside County Fair & National Date Festival, District 4, [\$285,462] Riverside County Fair & National Date Festival Fair Funds 100%

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Services Agreement between the County of Riverside and A1 Event & Party Rentals for tent, pipe, and drape services during the annual Riverside County Fair & National Date Festival in the amount not-to-exceed \$285,462;
2. Authorize the Chairman of the Board of Supervisors to execute the attached agreement; and
3. Authorize the Assistant County Executive Officer/EDA, or designee, to administer the terms of the agreement, execute the two, one-year extensions, and make any non-substantive changes to the agreement that may arise, as approved by County Counsel.

**ACTION:** Policy

Robert Field, Assistant County Executive Officer/EDA 11/30/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Perez  
Nays: None  
Absent: Ashley  
Date: January 9, 2018  
xc: EDA

Kecia Harper-Ihem

Clerk of the Board

Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 95,154	\$ 95,154	\$ 285,462	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Riverside County Fair & National Date Festival Fair Funds 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b> 17/18-19/20	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

The Riverside County Fair & National Date Festival issued a competitive Request for Proposals on October 3, 2017. The RFP was designed to provide the fair with the opportunity to select a firm with the highest quality services at the most competitive price. The RFP solicited proposals for a one year contract for 2018, with the option to extend the contract for two one-year periods for the years 2019 and 2020.

The responses were submitted and received by the deadline. The Economic Development Agency reviewed the responses, and A1 Event & Party Rentals was deemed the most qualified respondent, and has successfully provided tent, pipe, and drape services at the Riverside County Fair & National Date Festival for the past thirteen years.

The Agreement has been reviewed and approved as to form by County Counsel.

**Impact on Residents and Businesses**

The Riverside County Fair & National Date Festival draws approximately 300,000 people during the 10 days of operation, which is a benefit to the local economy, residents, and businesses.

**Contract History and Price Reasonableness**

A1 Event & Party Rental was awarded the contract for the 2015 Riverside County Fair & National Date Festival with the option to extend the contract through 2016-2017. The following budget was established: 2015-\$89,777, 2016-\$89,776, 2017-\$89,777.

**Additional Fiscal Information**

This contract is within the established 2018 Fair budget. The attached agreement between the County of Riverside and A1 Event & Party Rentals was prepared for an amount not-to-exceed \$285,462 over a three year period with the following payment schedule:

**Tent, Pipe, and Drape Services Budget by Fiscal Year**

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

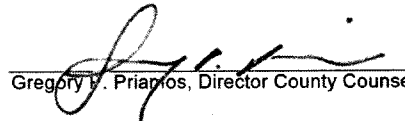
FY 17/18	FY 18/19	FY 19/20	Total
\$95,154	\$95,154	\$95,154	\$285,462

**ATTACHMENTS:**

- Agreement (2 original copies)

RF:HM:TM:VC:MCL MT5823

  
Nehini Dasika, Principal Management Analyst 1/2/2018

  
Gregory V. Priamos, Director County Counsel 12/27/2017

## RIVERSIDE COUNTY FAIR AND NATIONAL DATE FESTIVAL SERVICES AGREEMENT

This Agreement is made and entered into the 9th day of Jan, 2018 by and between the County of Riverside ("COUNTY") and **A1 Event & Party Rentals ("CONTRACTOR")**. The parties agree as follows: **Contractor agrees to provide Tent, Pipe, and Drape Services at the 2018 Riverside County Fair & National Date Festival as specified in proposal, with an option to extend the contract for two (2) one year extensions for year(s) 2019, and 2020.**

1. Documents Made Part of This Agreement: This Agreement is comprised of the following documents: This Agreement and **Exhibit A- Proposal**.

2. Services To Be Provided: A. CONTRACTOR shall provide all services and fulfill all other requirements as specified in this Agreement. CONTRACTOR has the expertise, special skills, knowledge and experience to fully perform these services and requirements in a professional manner.

B. The time for provision of services by CONTRACTOR shall be; **February 16 through February 25, 2018, with two one year options to extend for 2019, and 2020.** CONTRACTOR shall immediately commence performance of services upon notification from COUNTY, and shall perform such services throughout the term of this Agreement in a diligent, timely and prompt manner.

C. Provision of additional services beyond those stated in this Agreement shall require a written amendment to this Agreement signed by authorized representatives of both parties.

3. Compensation: COUNTY shall pay CONTRACTOR for all services performed in accordance with the payment terms. Unless otherwise stated in this agreement, CONTRACTOR shall be responsible for all costs and expenses associated with performance or compliance with the terms of this Agreement. **A total consideration amount not to exceed ninety-five thousand one hundred fifty-four dollars (\$95,154.00) payable by Warrant ten days after receipt of final invoice. A 15% deposit of fourteen thousand two hundred seventy-three dollars and ten cents (\$14, 273.10) due January 15, 2018.**

**2019- A total consideration amount not to exceed ninety-five thousand one hundred fifty-four dollars (\$95,154.00) payable by Warrant ten days after receipt of final invoice. A 15% deposit of fourteen thousand two hundred seventy-three dollars and ten cents (\$14, 273.10) due January 15, 2019.**

**2020- A total consideration amount not to exceed ninety-five thousand one hundred fifty-four dollars (\$95,154.00) payable by Warrant ten days after receipt of final invoice. A 15% deposit of fourteen thousand two hundred seventy-three dollars and ten cents (\$14, 273.10) due January 15, 2020.**

**County and/ or Contractor has the right to terminate subsequent year(s) contract (s) with a thirty (30) day notice.**

4. County Representative: The following COUNTY representative shall be the contact for CONTRACTOR with regard to the services to be provided pursuant to this Agreement:

Name: **Maria Cruz Lascano**

Title: **Development Specialist**

5. Compliance with Laws; Licensing: CONTRACTOR shall comply with all applicable laws, rules and regulations related to performance of this Agreement, including but not limited to all applicable fair employment, civil rights, access, health and safety laws, rules and regulations. CONTRACTOR represents and warrants that it has all licenses, permits and qualifications as are legally or professionally required to perform the services stated in this Agreement. CONTRACTOR shall comply with all applicable COUNTY policies, procedures, rules and regulations.

6. Termination: A. This Agreement may be terminated by COUNTY for any reason (with or without cause) upon giving **30** days written notice to CONTRACTOR.

B. COUNTY may terminate this Agreement immediately when any of the following occurs: (1) COUNTY determines that CONTRACTOR's activities are resulting in or may result in discredit to COUNTY; (2) CONTRACTOR has acted dishonestly; (3) CONTRACTOR is unwilling or unable for any reason to properly perform; or (4) CONTRACTOR has breached a material provision of this Agreement.

C. After receipt of a notice of termination from COUNTY, CONTRACTOR shall:

(1) stop all work under this Agreement on the date specified in the notice of termination; (2) deliver to COUNTY any equipment, materials, data, reports or other work which, if the Agreement had been continued, would have been required to be furnished to COUNTY by CONTRACTOR; and (3) take any additional actions which may be reasonably requested by COUNTY. Following termination, COUNTY shall make payment to CONTRACTOR for all services which have been properly rendered up to the date of termination. No other payments shall be due to CONTRACTOR upon termination. In the event of termination, COUNTY may proceed with the work in any manner it deems to be proper and in the best interest of COUNTY.

D. If for any reason the Fair is not held on the planned dates, this Agreement shall be considered to be terminated, and COUNTY shall not be liable to CONTRACTOR for any further payments (other than payments for services which have already been properly rendered). This shall apply regardless of the cause of why the Fair is not held on the planned dates. This shall also apply if the Fair is interrupted or delayed, in part or in full.

E. This section shall not limit any other legal rights the COUNTY may have against CONTRACTOR.

7. Independent Contractor: A. CONTRACTOR is acting as an independent contractor, and no relationship of employer-employee exists between CONTRACTOR (including its employees, agents or representatives) and COUNTY. CONTRACTOR assumes full and exclusive responsibility for its acts and the acts of its employees, agents and subcontractors related in any way to this Agreement. CONTRACTOR (including its employees, agents or representatives) shall not be entitled to any benefits payable to employees of COUNTY, including but not limited to workers' compensation, retirement, leave or other similar benefits. CONTRACTOR assumes full responsibility for payments of all federal, State and local taxes or other contributions imposed or required under social security, workers' compensation, income tax, disability, unemployment, retirement or similar laws or regulations, related to CONTRACTOR, its employees, agents or representatives. CONTRACTOR shall indemnify COUNTY against any and all claims that may be made against COUNTY based upon a contention by any person or entity that an employer-employee relationship exists by reason of this Agreement, including but not limited to any federal, State or other payments which COUNTY may be required to make related to such a claim. CONTRACTOR shall immediately reimburse COUNTY for any payments which COUNTY may be required to make related to any such claim.

B. CONTRACTOR and its agents, servants, employees, subcontractors or other representatives shall not act and shall not in any manner be construed to be agents, officers, or employees of COUNTY; shall not in any manner incur or have the power to incur any debt, obligation or liability against or on behalf of COUNTY; and shall in no way represent themselves to be officers, employees or agents of COUNTY. COUNTY shall not in any way be liable for any debts, acts, obligations or other liabilities or actions of CONTRACTOR, its agents, servants, employees, subcontractors or other representatives.

8. Insurance: A. Prior to the start of performance, or at an earlier date as may be requested by COUNTY, CONTRACTOR shall provide to COUNTY original insurance certificates which evidence the following coverages from companies licensed to issue such insurance in the State of California:

- (a) Workers' compensation insurance as required by the laws of the State of California;
- (b) Commercial general liability insurance, on an occurrence basis, with limits not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence);
- (c) For contracts involving use of vehicles (automobiles, trucks or other vehicles), commercial automobile liability insurance, on an occurrence basis, with limits of not less than \$1,000,000 combined single limit per occurrence (for injury, death, property damage or other occurrence); and
- (d) Any other insurance required by law or the State of California for this type of activity or event.

B. The insurance certificates must also include the following:

- (a) The dates of inception and expiration of the insurance;
- (b) A statement that the following are listed as additional insureds: The County of Riverside; the Riverside County Fair and National Date Festival; the Riverside County Economic Development Agency; and the officers, employees, servants and agents of these entities;
- (c) A statement that the insurance cannot be cancelled or reduced without 30 days prior written notice to COUNTY; and
- (d) A statement that the certificate holder shall be: County of Riverside, Riverside County Fair and National Date Festival, 82-503 Hwy 111, Indio, California 92201.

9. Indemnification: CONTRACTOR shall indemnify and hold harmless COUNTY, including its officers, employees and agents, from any and all liabilities, claims, debts, damages, demands, or actions of whatever kind or nature (including, but

not by way of limitation, wrongful death, bodily injury, property damage, and legal representation and expenses) arising out of or in any manner connected with CONTRACTOR's performance related to this Agreement.

10. Right to Audit or Monitor; Records; Ownership of Documents: A. COUNTY shall have the right to audit and monitor the activities or procedures of CONTRACTOR. CONTRACTOR shall maintain accurate records related to the activities performed by CONTRACTOR pursuant to this Agreement. COUNTY may at any time audit any of CONTRACTOR's records related to activities performed by CONTRACTOR pursuant to this Agreement.

B. All documents, reports and materials prepared by CONTRACTOR pursuant to this Agreement shall become the property of the COUNTY. Upon termination of this Agreement or completion of services, CONTRACTOR shall furnish to COUNTY all documents, reports and materials (including any uncompleted reports or unfinished work).

11. Governing Law; Jurisdiction: This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any legal action related to the performance or interpretation of this Agreement shall be filed only in the Superior Court for the State of California located in Riverside County, California.

12. Miscellaneous: A. CONTRACTOR shall not subcontract with any third party for furnishing any of the services described in this Agreement without the prior written approval of COUNTY.

B. CONTRACTOR shall not assign any interest in or part of this Agreement without the prior written consent of COUNTY.

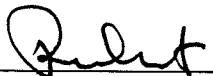
C. CONTRACTOR shall ensure that there shall be no discrimination against or segregation of any person, or group of persons, on account of disability, sex, marital status, race, religion, color, creed, national origin, or ancestry in performing the services specified in this Agreement.

D. Any waiver by COUNTY of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent breach of the same or of any other term hereof. Failure on the part of COUNTY to require exact, full and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement or estopping COUNTY from enforcement of such terms.


E. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement will continue in full force without being impaired or invalidated in any way.


F. This agreement is intended by the parties as the final, complete and exclusive statement of their understanding with respect to the subject matter of this Agreement, and supercedes any and all prior or contemporaneous oral or written understandings or statements. This Agreement may be changed or modified only pursuant to a written document signed by the authorized representatives of both parties.

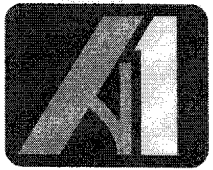
**A1 Event & Party Rentals ("CONTRACTOR")**

By:  COO Dated: 12.23.17  
 Name and title: **A1 Event & Party Rentals**  
**Rene Martinez, Chief Operating Officer**  
**251 E. Front Street**  
**Covina, CA 91723**  
**Tel: 626-967-0500**

**COUNTY OF RIVERSIDE**

By:  Dated: JAN 09 2018  
 Name and title: **Chuck Washington, Chairman**  
**Board of Supervisors**

ATTEST:  
 KECIA HARPER-JHEM, Clerk  
 By:   
 DEPUTY



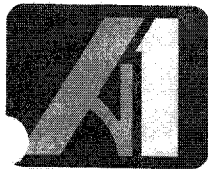
PARTY  
CELEBRATE WITH STYLE

RIVERSIDE  
COUNTY



PROPOSAL FOR  
TENTS, PIPE AND DRAPE SERVICES  
2018, 2019, 2020

SUBMITTED BY:  
Cindy Santiago



PARTY  
CELEBRATE WITH STYLE

Your primary contacts on site are as follows;

Cindy Santiago – Account Manager/ On site Supervisor  
Mobile – 626-321-6185 or 626-255-0671

Marcos Madrigal – Senior Project Manager  
Mobile – 626-255-0645

Please feel free to contact the above at any time should you have any questions and/or need assistance.

Sincerely,

Cindy Santiago  
Events Account Manager





**Michael Martinez, Sales Manager**

Michael has worked with A1 for over 12 years. He learned the trade quickly and worked his way up through the company by learning each department, from a delivery helper, to a driver and to a lead installer, to a sales assistant and finally was promoted to an event coordinator. Michael has incorporated all of his previously learned skills and experience to help him coordinate many of Southern California's major events.

Over the year's Michael has cultivated a loyal client list in the Special Event Industry including many of LA's major venues, universities and production companies. From start to finish, Michael brings a personal commitment to each event, a commitment to stand next to his client throughout the entire process, taking pride in paying special attention to each and every detail along the way. Michael's 3D CAD drawings experience allows him to taking a clients vision, creating the design, and turn it into reality

**Cindy L. Santiago, Special Event Coordinator**

Cindy has been in the industry for over 25 years. Cindy began her career as a customer service representative and was promoted to an Event Coordinator.

Cindy has over 30 years of experience in supervising FAIRS installations for the Ventura County Fair, the Antelope Valley Fair, Santa Cruz County Fair, Cal Expo Fair, Southern California Fair and the Riverside County Fair & National Date Festival. Cindy has also been an Event Lead-person for large scaled events in and out of California. Her experience in the special event industry is recognized for her customer service skills, her unlimited creativity and ability to find and satisfy any unusual requests that a client might need. Her extensive knowledge in this industry provides our clients with well- managed installations. Cindy is an excellent leader with her years of experience on large scaled events.

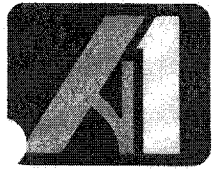
**Marcos Madrigal, Project Manager**

Marcos, has been a Project Manager for over 15 years and his experience in this area, has superior over time. Marcos has experience of set-ups of very large scaled events, thus, making it easy for logistical set-ups and organizing manpower and set up of equipment. His 35 years of knowledge on tents and structures make him an invaluable asset to our operations team. His project and installation experience insures that each project is completed on schedule with meticulous attention to detail. Marcos will be the contact person at times when Rene is not available during the set up or removal of the equipment.

**Angela Barrera, Project Manager**

Angela has been in the event industry for 10 years. Angela began her career as a client for the event rental industry in her position as an event/hospitality coordinator in the motorsports industry. Within two years of coordinating large scale events she was recruited by one of her event rental vendors to be a project manager.

Angela has been a project manager for 6 years also has been involved in inside sales for outside event sales managers. Her experience varies from handling small to large scale events that include multiple vendors on site. She has proven her ability to understand the client's needs and in turn communicate the requests in a detailed manner to the in-house team. Her project management duties also include the communication and coordination of the crews on site with the Operations and Dispatch manager to complete projects in an efficient and productive manner. Angela serves as a main point of contact on event sites when the Special Event Coordinator is not available.



**PARTY**  
CELEBRATE WITH STYLE

**Carlos Ortega, Purchasing Manager**

Carlos has been in the Industry for over 5 years. As most of us, Carlos started his career as an installer, worked his way up to a Driver/Lead-Man, and currently has taken on the position as an Assistant Project Manager. Carlos's greatest attribute is working close with his clients to ensure the job is completed to their requests.

**Augusto Pechon Ramirez, Lead Man**

Augusto has been in the Industry for over 20 years. What more can we say then "He's the Man". His knowledge in tenting and structures is awe-inspiring. He has a great ability to think outside the box and lead his guys through tough installations. Augusto is a certified Forklift, Scissor lift, and Boom Lift operator. It is an art to watch him maneuver machinery through the job site.

**Jose Munoz, Driver/Lead Man**

Jose has been in the Industry for over 20 years, he truly is "Old School". From the Super Bowl, Olympics, and even all the way across country to New York's Central Park, Jose has installed some of this country's most memorable events. Because of his years of knowledge and experience, Jose is respected by everyone around him.

A1 provided and installed all the tents ranging in sizes from 10'x 10's to 40' wide Canopies, Clear Span Structure ranging in sizes from 50', 60', and 100' wide and Pole Tents ranging in sizes from 60', 80' and 100' wide throughout the entire Fairgrounds. In connection with the event, there is a 10 day installation time and a 5-7 day teardown time which we have met year to year while active with the Fair. A1 Project Manager and/or Account Manager attended daily meetings requested by the Fair Manager for all up to date modifications. A1 assisted in each area of the Fairgrounds and worked closely with Facilities and the Fair Manager on a day to day basis.

Client 6

**American Golf – Brookside Golf Course/Rose Bowl/ BCS**

1133 N Rosemont Ave

Pasadena, CA. 91103

Tege Sauer

503.860.4653

tege@pumpkinridge.com

Total Years of Service: 7 Years of Service

Date Service Began: 12/29/2008

Date Service Ended: Current

Size of Venue: Over 200 acres

Schedule/Frequency of Service: Monthly

**Rose Bowl Game**

1 Day Event

20,000 Attendees

100+ tents and 1 Structure

12 Hours Time Between set-up and Teardown

**BCS Championship Game**

1 Day Event

20,000 Attendees

90+ tents and 2- Structures

12 Hours time between set-up and Teardown

The first week of January 2014 marked two noteworthy events in the world of college football. First, the 100th Rose Bowl game on New Year's Day 2014, which has been held since 1923. Secondly, the Bowl Championship Series (BCS) National Championship Game was held on January 6 at the same stadium.

Traditionally, universities fortunate enough to participate in the Rose Bowl game hold an official alumni tailgate on the fairways of Brookside Country Club, which is adjacent to Rose Bowl Stadium. With the BCS game, there were four official tailgates within 1 week.

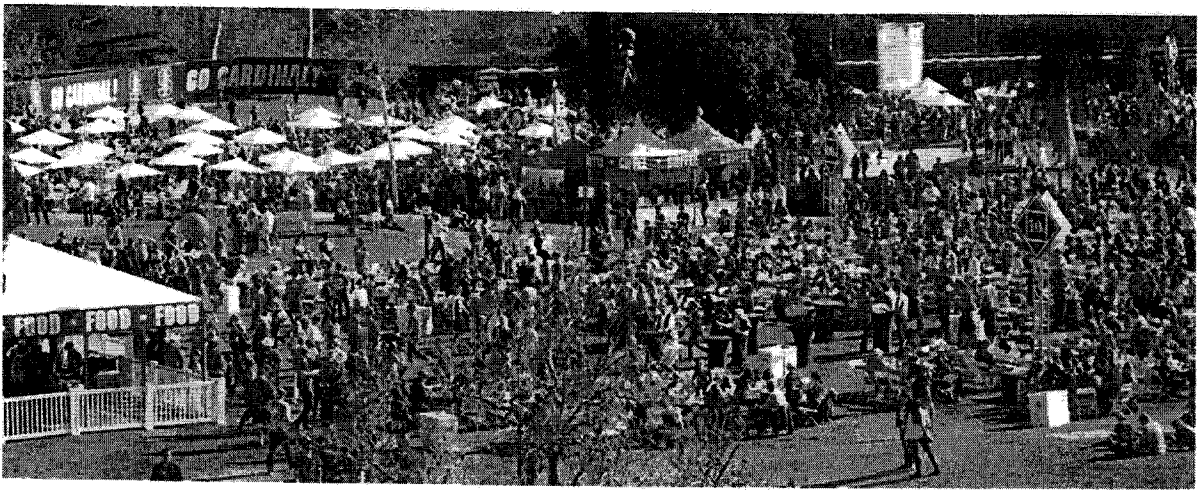
Each of the 4 alumni tailgates were pre-sale ticketed events. The ever increasing counts meant plans and attendance for the production was constantly rising in the months leading up to the event with final counts and planning being finalized in late December 2013. Total attendance for the 4 events was to be over 40,000.

The next day thousands of chairs, tables, and table covers were dropped off and set up for the 20,000 tailgating fans attending the 2014 BCS's official alumni tailgates.

With the installation being complete, excited fans poured into the villages and enjoyed pregame festivities with their friends and family before converging on Rose Bowl Stadium for the final football game of the 2013 collegiate football season. At 5 PM fans left their tailgate areas and walked to the stadium to watch the 2014 BCS Championship game while crews began the strike. By sunrise the next morning everything had been dismantled and moved off the fairway in time for sunrise tee time.

Across the busy week of setting up and striking the 4 tailgate villages, 42 truck loads, 32 drivers, over 250 crew members, and 4,007 man hours were needed to make the event a success.





# **A-1 Event & Party Rentals**

## **EMPLOYEE HANDBOOK**

**March 2015**

## Section VII – Things You Should Know

Personnel Records .....	34
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Arbitration.....	35
Agreements and Acknowledgments .....	36

## ABOUT THIS HANDBOOK

The Human Resources guidelines of A-1 Event & Party Rentals are outlined on the pages that follow. Understanding these policies will help you in your present position and throughout your career with the company. We recommend keeping your handbook readily accessible as a useful reference guide. From time to time, as policies change, you will receive pages to update your handbook. It is to your advantage not only to maintain a current handbook, but also to fully understand changes to the Human Resources policies. The Employee Handbook was compiled and distributed for use by employees of A-1 Event & Party Rentals only.

Please remember that the employment relationship is "at-will," and that either the employee or the company can terminate the employment relationship with or without cause and with or without prior notice. No manager has the authority to change this policy. Only the President has the authority to change or modify the "at-will status" of employees, and only in writing.

Other than the "at-will" policy, the company may change, rescind or add to any policies, benefits, or practices described in the handbook from time to time, at its sole and absolute discretion, with or without prior notice, but will ensure that all changes are communicated to our employees. This handbook supercedes all prior handbooks, memoranda and policies.



## **AT-WILL EMPLOYMENT**

It must be remembered that A-1 Event & Party Rentals employs its employees "at-will," which permits the Company to change the terms and conditions of employment with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement, expressed or implied, between the company and the employee for continuing their long-term employment. While supervisors and managers have certain hiring authority, no one other than Chet Fortney has any authority to alter the "at-will" relationship. Any such agreement must be in writing and signed by Chet Fortney and the employee.

## **POLICY AGAINST HARASSMENT**

We do not tolerate unlawful harassment of any of our employees, customers, vendors or independent contractors. Any form of harassment which violates federal, state or local law, including, but not limited to harassment related to an individual's race, color, national origin, ancestry, sex, religion, creed, age, mental or physical disability, veteran status, medical condition (including pregnancy, childbirth and related medical conditions), marital status, citizenship, sexual orientation, gender identification, genetic characteristics, is a violation of this policy and will be treated as a disciplinary matter. For these purposes the term "harassment" includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct.

Sexual harassment is an assault on a person's privacy and integrity. It can cause consequences of poor job performance, physical illness, fear of reprisal and loss of self-confidence for the recipient. Sexual harassment also affects those around the situation, causing conflict in the workplace, a decline in morale and a loss of self-respect for the responsible party.

In addition to the above listed conduct, "sexual harassment" can also include the following examples of unacceptable behavior:

- Unwanted sexual advances.
- Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity.
- Visual conduct, such as leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal sexual advances, propositions or requests.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.

phone number of the local DFEH office can be found in the State Government section of your local phone directory.

In order to provide a harassment free workplace this policy must also extend to non-employees operating in the workplace, such as vendors, contractors, etc. Violations of the policy by non-employees will be referred to the Personnel Department and/or other appropriate management personnel for appropriate corrective action.

Employees, supervisors, and/or managers who become aware of any violation of this policy should immediately advise the Personnel Department of the company to ensure that such conduct does not continue.

## **PAYDAY AND YOUR PAYCHECK**

A pay period is a two week period of time that begins on Monday and ends on the next following Sunday. Employees are generally paid on the Friday following the end of each pay period.

The company will not cash paychecks for employees.

## **TIMEKEEPING – CLOCKING IN AND OUT**

Nonexempt employees are required to clock in and out each day according to the following guidelines:

- **CLOCK IN** no more than 10 minutes before your scheduled time to report to work and after your scheduled meal period.
- **CLOCK OUT** when you go for your scheduled meal period and at the end of the day.

Do not clock in until you are ready to report directly to your workstation, and do not mark or punch the timecard of another employee or knowingly allow someone else to mark or punch your timecard.

You may not work overtime unless it has been approved in advance by your supervisor, and if a change or correction is made on your timecard, it must be initialed by both you and your supervisor.

Violations of this policy may result in disciplinary action, up to and including possible termination.

## **BREAK AND MEAL PERIODS**

Nonexempt employees who work more than five hours in a workday will receive an unpaid meal period of at least 30 minutes. However, employees who do not work more than six hours in a workday may voluntarily agree to waive, in writing, their right to a meal period. Additionally, nonexempt employees will be provided with two ten-minute breaks, one in the morning and one in the afternoon. Employees are expected and encouraged to take all breaks and meal periods and be fully relieved of duty during those times.

Break periods may not be combined with lunch nor used to shorten the work day.

## **OVERTIME**

From time to time, nonexempt employees may be asked to work beyond their normally scheduled hours, or on a regularly scheduled day off. Nonexempt employees will be expected to work reasonable amounts of overtime, according to the needs of the company. When nonexempt employees are asked to work overtime, they will receive premium pay for any hours worked in

## **GARNISHMENTS**

A garnishment is a legal levy by a creditor against an employee's wages. A-1 Event & Party Rentals must honor and fulfill all garnishments and other wage attachment orders as required by law. However, because of the time and cost involved in processing such orders, it is the responsibility of all employees to prevent such garnishments. The company may charge an employee \$1.00 each check written to fulfill a garnishment order.

## **401(K) RETIREMENT SAVINGS PLAN**

A-1 Event & Party Rentals recognizes the efforts of its employees by allowing eligible employees to participate in our 401(k) Retirement Savings Plan. Employees who are eligible must be at least twenty-one (21) years of age and have completed one (1) year of employment.

Employees can contribute up to 15 % of their annual salary. The company will match \$.50 on the dollar up to 6% of the employee contribution.

The detailed, plan description including vesting of employer matching funds is available for you to read and is the controlling document with respect to this benefit. Contact Human Resources for more information.

## **COMPANY CREDIT CARDS**

Certain employees of the company may use company credit cards when conducting business on behalf of the company. All expenses must be for business purposes only and should be approved in advance. If the employee needs to use a company credit card, you must contact the office within one day of using the credit card. Additionally, within the next three (3) business days, a receipt for the items purchased must be delivered to the office.

Credit cards assigned to individual employees may not be transferred to or used by other employees.

Upon termination of employment, credit cards must be returned.

## **COMPANY VEHICLES**

A-1 Event and Party Rentals maintains a limited number of company vehicles. Only those with a legitimate business purpose will be allowed to utilize the company vehicles.

It is expected that you will take care of the company vehicle as if it were your own and report any malfunctions or repairs needed immediately to the office. The company will be responsible for cleaning and repairing the vehicle. While driving a company vehicle you are required to obey all traffic laws including speed limits. You are also personally responsible for any parking or moving violation tickets received. A-1 Event and Party Rentals is responsible for repairing and resolving any mechanical tickets received on company owned vehicles.

## VACATION PAY

Vacation is a time for you to rest, relax and pursue special interests. The company provides paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service. No vacation accrues until the first anniversary of your date of hire.

Years of Employment	Hours Credited On Anniversary Date	
Completion of 1 Year	40 hours	5 days
Completion of 2 Years	56 hours	7 days
Completion of 3 Years	80 hours	10 days
Completion of 6 Years	96 hours	12 days

If hours worked is less than 2080 (full time equivalent) during the previous year, the vacation hours will be reduced proportionately.

If a terminated employee is rehired within 6 months, he/she may continue to earn vacation at the same rate as before termination. A terminated employee who is rehired six months or more after termination is considered a new employee for all employee benefits.

Every effort will be made to grant you your vacation at the time you desire. However, vacations cannot interfere with the company's operation and, therefore, vacations that are one week or more in duration must be approved by the General Manager at least 60 days in advance. For one or two day vacations, your request must be 10 days in advance. If any conflicts arise in requests for vacation time, preference will be given to the employee with the most seniority.

If you are on an approved leave of absence of less than 20 days, your vacation eligibility will not be affected; should the leave extend beyond 20 days, vacation time will not continue to accrue.

The maximum accrual for vacation pay is your annual allotment. Once the maximum accrual has been reached, no further accrual can occur until the employee has taken vacation time off to bring the maximum accrual down. Vacation pay is not considered "hours worked" when computing overtime pay.

## HOLIDAY PAY

The following holidays are paid by A-1 Event & Party Rentals only after completion of 3 years of service, and if they fall on normal working days (Monday through Friday): New Years Day, Easter, 4<sup>th</sup> of July, Thanksgiving and Christmas.

In order to qualify for holiday pay, you must work the scheduled workday immediately before and after the holiday. Only excused absences will be considered exceptions to this policy.

You are not eligible to receive holiday pay when you are on a leave of absence. Holiday pay is not considered "hours worked" when computing overtime pay.

Employees on family and medical leave may be required, or may elect, to use accrued vacation and/or sick pay benefits.

Although the company is not able to guarantee reinstatement in all cases, employees on family medical leave who return to work immediately following the end of an approved leave will be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

Employees with a serious illness/health condition must present a health provider's written release verifying that they are able to safely perform their duties before they will be allowed to return to work.

**Pregnancy-Related Disability Leave** – a leave of absence for a disability related to an employee's pregnancy, childbirth, or related medical condition.

Employees may submit a written request for a pregnancy related disability leave of absence, without pay, for the length of any pregnancy related disability, up to a maximum of four months.

If an employee is disabled due to a pregnancy or childbirth related condition, they may take a pregnancy related disability leave of absence of up to four (4) months, and if needed, up to twelve (12) weeks of leave if the employee is eligible under the California Family Rights Act (CFRA).

Requests for pregnancy leaves will be granted to employees who present a physician's written statement that certifies the need for the leave and estimates the length of time the employee will be unable to work due to the disability.

Although the company is not able to guarantee reinstatement in all cases, employees on pregnancy leave who return to work immediately following the end of an approved leave with a physician's written release verifying that they are able to safely perform their duties will be returned to the same job they held immediately prior to their leave or, if that position has been eliminated, a comparable position if one is available.

If available, a transfer to a less strenuous or hazardous position will generally be granted to employees who submit certification from a health care provider that a transfer is medically advisable. Certification must include the date of the medical advisability of the transfer, the probable duration of the need for the transfer, and a statement that, due to a pregnancy related disability, the employee is unable to work at all, or perform any one or more of the essential functions of the job, without undue risk to her or the successful completion of her pregnancy.

**Personal Leave** – a leave of absence for a compelling personal reason that does not qualify under the provisions of the California Family Rights Act or the federal Family and Medical Leave Act.

Employees who have completed at least one year of continuous service may submit a written request for a personal leave of absence, without pay, for any length of time up to a maximum of one month. Written requests must state the reason for the leave, as well as the beginning and ending dates.

The company complies with applicable state and federal law concerning leaves for work-related illness or injury. When applicable, workers' compensation leaves will run concurrently with family and medical leave under both federal and state law.

**The following general provisions apply to all leaves of absence:**

1. Employees on leaves of absence in excess of 30 days must provide written certification from their physician every 30 days to support their continued disability.
2. A request for an extension of a leave of absence must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a health care provider's written statement that certifies the need for the extension.
3. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.
4. Coverage under the company's group insurance plans will be continued on the following basis:
  - the company will continue to contribute to group health insurance premiums, as if the employee were actively at work, for up to 12 workweeks of an approved family and medical leave of absence;
  - employees will be required to pay their regular contribution amount during the time the company is required to provide insurance. After that time, the employee will be required to pay the entire premium for continued group insurance coverage during the portion of an approved family and medical leave of absence in excess of 12 weeks;
5. Employees must make arrangements with the company to pre-pay their share of group insurance premiums for the first full month before going on leave of absence. Subsequent months must be paid by the first of the month. Employees who fail to return to work at the end of an approved leave of absence will be required to reimburse the company for group insurance premiums paid by the company while the employee was on leave.
6. Employees on leave of absence may be subject to lay off on the same basis as employees who are actively at work.
7. Employees on leave of absence must communicate with the company on a regular basis regarding their status and anticipated return to work date.
8. Employees who return to work from a pregnancy related disability, family and medical, or workers' compensation leave of absence may be required to submit to a physical examination, at the company's expense, to determine their fitness for duty.



If it becomes necessary for an employee who is a parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his/her supervisor as soon as possible so that alternative arrangements can be made.

- Violation of the company's policy against harassment.
- Marking or punching the timecard of another employee or knowingly allowing another employee to punch your timecard.

## **ATTENDANCE**

You are expected to be at your workstation and ready to work at the beginning of your assigned work hours, and you are expected to remain at your workstation until the end of your assigned work hours, except for breaks and lunch.

From time to time, it may be necessary for you to be absent from work. The company is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside your work hours may arise. If you are unable to report to work, or if you will arrive late, you must notify your immediate supervisor at least one hour in advance of your start time. If your immediate supervisor is not available, you must contact the General Manager within one hour of your start time. If you know in advance that you will need to be absent, you are required to inform your supervisor as far in advance as possible, preferably 1 week.

It is your responsibility to make arrangements with management to keep the company informed during an absence and to provide medical verification when asked to do so.

A consistent pattern of absence will be considered excessive, and the reasons for the absences may come under question. Tardiness or leaving early is as detrimental to the company as an absence. A "tardiness pattern" will carry the same weight as an absence. Employees who are tardy or absent excessively or show a consistent pattern of absence, will be subject to disciplinary action, up to and including possible termination.

Absences longer than 3 days will require a doctor's "fit-for-duty" release to return to work. Failure to bring a note upon return to work will result in time off without pay until the note is received. Disciplinary actions may result in a failure to secure the doctor's note in a timely manner.

Employees who do not call in or report to work may be subject to disciplinary action, up to and including possible termination. Absence from work for two consecutive days without notifying your supervisor will be considered a voluntary resignation for job abandonment.

## **PERSONAL APPEARANCE AND BEHAVIOR**

In addition to our Policy Against Harassment, A-1 Event & Party Rentals maintains a Personal Appearance and Behavior policy. This policy is directed toward conduct that may not otherwise fall within the legal definition of harassment, but may project image and job behavior problems for the Company.

Additionally, if you are taking a drug or medication, whether or not prescribed by a physician, which may adversely affect your ability to perform your duties in a safe or productive manner, you must report such use of medication to your supervisor. This includes drugs that are known or advertised as possibly affecting judgment, or causing drowsiness or dizziness or place a caution on driving or using mechanical equipment. As an employee, you have the responsibility to report any drug, alcohol, or controlled substance situation that affects the workplace.

The company reserves the right to inspect, at any time, lockers, desks, company vehicles, personal vehicles, or company property, packages, lunch boxes, containers, articles in such areas, and other objects brought onto company property that might conceal alcohol, illegal drugs, and/or other inappropriate materials. In order to promote a safe, productive and efficient workplace, the company reserves the right to inspect employees, as well as any articles and property in their possession, to detect inappropriate materials.

If there are reasonable grounds for suspecting that an employee is in violation of this policy, A-1 Event & Party Rentals has the right to require testing at the company's expense. Any employee in violation of this policy will be subject to discipline, including termination. Other actions, such as notification of law enforcement agencies, may be taken depending on circumstances.

The company will attempt to reasonably accommodate any employee who wishes to voluntarily enter and participate in a drug or alcohol dependency rehabilitation program at the employee's expense, unless it places an undue hardship on the company. Leave of absence for such purpose shall be without pay.

### **INSPECTIONS – EMPLOYER PROPERTY**

Lockers, desks, computers, printers, fax machines, copiers, and other office and shop work equipment are company property and must be maintained according to company rules and regulations. They must be kept clean and are to be used only for work-related purposes. The company reserves the right to inspect all company property to ensure compliance with its rules and regulations, without notice to the employee and/or in the employee's absence.

Prior authorization must be obtained before any company property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. An employee's personal property, including but not limited to packages, purses and backpacks, may be inspected and searched, with or without notice, with or without the employee's prior consent, upon reasonable suspicion of unauthorized possession of company property.

### **SOLICITATION AND DISTRIBUTION**

It is the company's intent to provide a pleasant and interruption free workplace for employees. As a result, employees may not solicit or distribute material for any purpose during their working time.

your work station, do not try to intercede or see what is happening. A-1 Events & Party Rentals will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, A-1 Events & Party Rentals may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employee.

A-1 Events & Party Rentals encourages employees to bring their dispute or differences with other employees to the attention of their supervisor or the General Manager before the situation escalates into potential violence. A-1 Events & Party Rentals is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

### **IMMIGRATION LAW COMPLIANCE**

The company is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

### **USE OF RADIOS & CELLULAR TELEPHONES**

A-1 Event & Party Rentals provides radios and/or cellular telephones for use by its employees. Employees should have no expectation of privacy in using the radio and/or cellular telephones issued by A-1 Event & Party Rentals for employee use for business purposes. Please exercise judgement in the use of telephones at all times. Company policy expressly prohibits the use of radios and/or cellular telephones by employees while driving vehicles.

Personal cellular telephones or pagers should be set in non-audible mode during working hours and may be used only on approved breaks and meal periods.

Inappropriate use of the radios and/or cellular telephones or the use of telephones while driving is not acceptable and will not be permitted. Failure to comply with this policy may result in disciplinary action, up to and including termination.

### **USE OF COMPANY TELEPHONES**

Please limit both the frequency and length of non-business use of company telephones to emergencies or other urgent matters. We ask that each individual exercise good judgement in the

- Any message, comments or images (including screen savers and wallpaper) that could offend on the basis of race, gender, national origin, sexual orientation, religion, age, political beliefs or disability.
- Use of the Internet or E-mail system for gambling on sporting events.
- Introduction of any virus into A-1 Event & Party Rentals systems, failure to immediately report any virus detected to the Human Resources department, and disabling of anti-virus software provided.
- Any purpose that is illegal.

A-1 Event & Party Rentals endeavors to provide its employees current technology tools with which to conduct company business. Use of company systems is a privilege that automatically terminates when employees leave the organization. Use of company systems by employees constitutes acceptance and agreement to follow the policy.

Questions concerning proper judgment in the use of A-1 Event & Party Rental's Electronic Communication tools can be addressed by the General Manager. Improper use of any of A-1 Event & Party Rental's electronic tools including use of the Internet and E-mail is not acceptable and will not be permitted. Failure to comply with this policy may result in disciplinary action, up to and including termination.

## **BUSINESS ETHICS AND CONDUCT**

The successful business operation and reputation of our company is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of our company is dependent upon our customer's trust and we are dedicated to preserving that trust. Employees owe a duty to our company and its customers to act in a way that will merit the continued trust and confidence of the public.

A-1 Event & Party Rentals will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with the Personnel Director and, if necessary, with the Chief Executive Officer for advice and consultation.

## **SAFETY PROGRAM**

The personal safety of each employee is extremely important. The prevention of work-related injuries and illnesses is of such importance that it will take precedence over operating productivity whenever necessary.

The general components of the company's safety program is shown below with more specific details contained in the Injury Illness Prevention Plan.:

- providing mechanical and physical safeguards to the maximum extent possible;
- conducting periodic safety inspections to find and eliminate unsafe working conditions or practices;
- training all employees in good safety and health practices;
- providing necessary personal protective equipment along with instructions for proper use and care;
- enforcing safety rules, and requiring employees to follow these rules as a condition of employment;
- investigating promptly and thoroughly, every work-related injury or illness to determine its cause and to correct the problem so that it won't happen again.

Our objective is a safety program that will reduce the number of occupational injuries and illnesses to zero!

## **SAFETY RULES**

Most accidents can be avoided by simply being more careful. Employees are expected to follow these common-sense rules for safety, and to develop an attitude for safety.

### **General Rules**

1. Report all unsafe or potentially hazardous conditions, such as broken or splintered chairs or tables, defective equipment, torn carpeting, uneven floors, loose rails, unsafe tools, or knives, broken china or glass, etc.
2. Report all injuries, no matter how minor, to your supervisor.
3. Aisles and passageways must be kept clean and free from obstructions. Do not permit brooms, pails, mops, cans, boxes or any other objects to remain where someone may fall over them. Wipe up any grease or wet spots on stairs or floors, at once.

Don't ignore any condition of potential danger. If you cannot correct the situation at once, cover the dangerous spot with an emergency indicator (wet floor sign) or a chair until it is cared for. Someone may be injured for life if you are negligent. Never leave a dangerous situation unattended.

### **Receiving and Storage**

1. Always remove nails and staples. Do not bend them down.
2. Store heavy items on lower shelves.
3. Keep containers covered.
4. Keep a clean and orderly work area.
5. Keep stored material at least 18 inches away from light bulbs and sprinkler heads.
6. Use safe ladders and do not over reach. Do not stand on chairs or boxes.
7. If the load is too heavy, get help.

### **NO SMOKING**

A-1 Event & Party Rentals recognizes that smoking in the workplace can adversely affect some employees and prohibits smoking inside the facility or in company vehicles. A-1 Event & Party Rentals provides a work environment that promotes the productivity and well-being of its employees. No Smoking signs are posted in accordance with required state and/or local ordinances.

### **TERMINATIONS**

Employees will receive their final paycheck within the time required by law. Employees who are voluntarily terminating their employment with the company are encouraged to give at least two weeks' notice to their immediate supervisor or manager. Notice should be in writing. All company property, such as keys, pagers, business cards, records, documents and equipment, must be returned by each employee immediately upon termination.

- If the employee has given at least 72 hours' advance notice, the final paycheck will be issued on the last day worked.
- If less than 72-hours' notice is given, the final paycheck will be mailed no later than 72 hours after the last day worked, unless other arrangements are made.
- Employees who are terminated involuntarily will be provided with their final paycheck on their last day of work.
- Employees are paid for unused accrued vacation hours.

## **PERSONNEL RECORDS**

It is important that the company always have current information about you. Please let your supervisor know immediately if you change your name, address, phone number, or marital status, etc. If for some reason you need to change your name and/or Social Security number, you will be asked to provide original documentation authorizing the change.

At reasonable times and on reasonable notice, you will be allowed to review any personnel records that have been used to determine your qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to your supervisor for more information.

## **COMPANY BULLETIN BOARDS**

Posted information on company bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about company policy and procedures. You are responsible for checking company bulletin boards on a regular basis and for reading all posted materials. Employees may not post, remove, or alter materials on company bulletin boards at any time, without prior written management approval.

## **EMPLOYMENT OF RELATIVES**

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or under the direct supervision of each other because of employee morale, security, or other legitimate business reasons. In addition, the company may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

## **EMPLOYEE PARKING**

Designated free parking is available to employees in the back part of the parking lot. It is advisable to always lock your car, and it is suggested that employees take all reasonable precautions. The company assumes no responsibility for damage to cars or for loss of personal property while on the company's premises.

## **KNOWLEDGE AND USE OF THE ENGLISH LANGUAGE**

As a courtesy to our guests, all employees who deal directly with the public are expected to be able to speak, read, and understand the English language. You must speak English when talking to English speaking guests. If a guest speaks to you in another language, you may respond in that language if you are able to do so, or find another employee or supervisor to help you.



## ARBITRATION AGREEMENT

This Agreement to arbitrate all disputes arising from employment is between \_\_\_\_\_, "Employee," and A-1 Event & Party Rentals, "Company."

A. In the event of any dispute, claim or controversy by Employee against the Company, its directors, officers, employees or agents, Employee agrees to submit such dispute, claim or controversy to final and binding arbitration, including, but not limited to, claims for breach of contract, civil torts and employment discrimination such as, violation of the Fair Employment and Housing Act, Title VII of the Civil Rights Act, Age Discrimination in Employment Act, as modified by the Older Worker's Protection Act, and other employment laws.

B. The arbitration shall be conducted by a single arbitrator selected either by mutual agreement of Employee and Company or, if they cannot agree, from an odd-numbered list of experienced employment law arbitrators provided by the American Arbitration Association. Each party shall strike one arbitrator from the list alternately until only one arbitrator remains.

C. The arbitrator shall have all powers conferred by law and a judgment may be entered on the award by a court of law having jurisdiction. The award and judgment shall be in writing and binding and final on both parties.

D. Each party shall have the right to conduct reasonable discovery, as determined by the arbitrator and as provided in California Code of Civil Procedure Section 1283.5(a).

E. Company will pay the arbitrator's fees and costs and the costs of the hearing.

F. This Agreement shall continue during the term of employment and thereafter regarding any employment-related disputes. This Agreement may only be modified for the Company by a written agreement signed by the President of the Company.

G. Employee has been advised to seek an attorney for advice regarding the effect of this Agreement prior to signing it.

H. Employee understands that by signing this Agreement, he/she gives up his/her right to a civil trial and his/her right to a trial by jury.

I. If any of the provisions of this Agreement are found null, void or inoperative, for any reason, the remaining provisions will remain in full force and effect.

Dated: \_\_\_\_\_, 2005 \_\_\_\_\_ "Employee"

Dated: \_\_\_\_\_, 2005 \_\_\_\_\_ "Company"

**EMPLOYEE ACKNOWLEDGMENT  
OF RECEIPT OF POLICY AGAINST HARASSMENT  
AND PERSONAL APPEARANCE AND BEHAVIOR POLICY**

This will acknowledge that I have received a copy of the Policy Against Harassment and the Personal Appearance and Behavior Policy and that I will comply with the requirements of both policies at all times.

\_\_\_\_\_  
Employee's Name (*Please Print*)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

# **Injury and Illness Prevention Program**



**12/30/2013**

**251 E. Front St  
Covina, CA 91723**

**Injury and Illness Investigation..... Section 8**

*Injury and Illness Investigation*

*Assignment of Responsibility for Injury or Illness Investigation*

*Basic Rules for Injury or Illness Investigation*

*Supervisor's Report of Accident*

*Employee's Report of Accident/Exposure*

**Recordkeeping..... Section 9**

*Safety and Health Recordkeeping*

*Guidelines for Recordkeeping*

**A1 Party Safety ..... Section 10**


*Title 8, California Code of Regulations: Areas to Consider*

## ASSIGNMENT OF RESPONSIBILITY

Cal/OSHA requires that our company designates and identifies a person or persons with authority and responsibility to implement your Injury and Illness Prevention Program.

I, Steven Martinez, A1 Party Safety Manager, will see to it that our company's managers and supervisors will assume their respective responsibility for the safety and health of their assigned staff. Those responsibilities will include, but will not be limited to:

- ☐ Review safety policies and procedures; become familiar with functions and responsibilities of supervision, and the interrelationships with other departments.
- ☐ Develop a sound technical knowledge of all applicable Cal/OSHA Safety Orders and Regulations; also, stay current with requirements made by other government agencies.
- ☐ Maintain an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- ☐ Correct unsafe and unhealthy work practices in a timely manner (also document this on provided forms).
- ☐ Schedule and conduct regular safety training meetings with all employees.
- ☐ Perform first-aid duties as required, which will include maintaining appropriate first-aid supplies, dissemination of emergency procedures, and providing first-aid training.
- ☐ Keep records of all employee training, corrections of unsafe conditions, dates and results of workplace inspections.

  
\_\_\_\_\_  
Warehouse Manager

1/2014  
\_\_\_\_\_  
Date

## NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent injuries, it is our policy to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Written/Verbal Warning  
2nd Infraction – Written Warning

3rd Infraction – 3 to 5 Day Suspension  
4th Infraction – Dismissal

\_\_\_\_\_  
**Name**

You have been observed working in the following unsafe manner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is your

☐ First Infraction    ☐ Second Infraction    ☐ Third Infraction    ☐ Fourth Infraction

Action taken, therefore, is:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Employee**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**

19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials, such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances, such as coffee pots and microwaves, should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

## EMPLOYEE COMMUNICATION

We are required by Cal/OSHA to include in our Injury and Illness Prevention Program, a system for communicating issues relating to occupational safety and health to our employees, in a form that is readily understandable by all affected. Cal/OSHA states:

*"...Substantial compliance with this provision (communication) includes meetings, training programs, postings, written communication, a system of anonymous notification by employees about hazards, labor/management safety and health committees, formal and informal training, or any other means that ensure communication with employees..."*

In addition, we will schedule periodic safety meetings to keep employees informed of safety and health matters and concern. We may encourage employee safety communication and suggestions via any one of the following:

- ☐ Employee orientations, conducted at the time of hire, will stress the importance of safety at A1 Party and will encourage all workers to report to a supervisor or to the Safety Coordinator without fear of reprisal.
- ☐ A bulletin board will be maintained to inform employees on matters of worker safety and health and will include a poster encouraging employees to report unsafe conditions or occupational health concerns.
- ☐ An anonymous suggestion box will be provided to facilitate employee safety and health communication. All suggestions will be reviewed by the Safety Coordinator who will determine any corrective action necessary.
- ☐ Some safety and health information may be disseminated through corporate memoranda or pay envelope inserts.
- ☐ A Management Safety Committee has been established to assist in communicating safety and health concerns to all levels of employment at work. This committee will meet quarterly and communicate important safety information to the employees as needed.
- ☐ A newsletter will be produced periodically to keep employees informed of matters of safety and health as well as other company news.



## EMPLOYEE SAFETY SUGGESTION FORM

This form can be used by Bolton employees who wish to provide a safety suggestion, or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice:

Causes or Other Contributing Factors:

Employee's Suggestion for Improving Safety:

Has this matter been reported to the Area Supervisor?

☐ Yes    ☐ No

Employee Name (Optional) \_\_\_\_\_

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

<input type="checkbox"/>	Accepted Date		Proposed Completion Date	
<input type="checkbox"/>	Denied Date		Actual Completion Date	

Reason(s)

ACTION  
(For Office Use Only)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety. The employer will investigate any report as required by the Injury and Illness Protection Program Standard (8 CCR §3203) and advise the employee who provided the information or the workers in the area of the employer's response.

## TRAINING

Cal/OSHA requires that training be provided by A1 Party during the following circumstances:

- ☐ To all employees and those given new job assignments for whom training has not previously been received.
- ☐ Whenever new substances, processes, procedures or equipment are introduced to the work place and represent a new hazard
- ☐ Whenever we are made aware of a new or previously unrecognized hazard.

Additionally, we will review the need for re-training if the following conditions are observed:

- High labor turnover
- An increase in the number of "near misses" which could have resulted in injuries
- A recent upswing in actual accident experience
- High injury or illness incidence
- Expansion of operations or new employment
- A change in work process, a new process, or new equipment
- Employee requests for earplugs, respirators or other protective devices
- Repeated questioning by employees seeking answers which may seem obvious

A list of specific requirements for employee instruction and training contained in Title 8 of the California Code of Regulations can be found on pages IV-7 and IV-8.

**NOTE:** An "Employee Safety Training Record" will be used by our company to document this training. Such documentation will be kept for a minimum of 3 years.



## IDENTIFICATION AND CONTROL OF HAZARDS

To maintain a safe and healthful workplace, Cal/OSHA requires that our company:

- Use the Safety and Health Standards to help us identify hazards which exist now or could develop.
- Institute procedures to control these hazards and take action to eliminate them.

We are required to:

Indicate the frequency of inspections; and identify the person responsible for conducting inspections and correcting unsafe conditions in all work areas; and conduct inspections whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard; and conduct inspections whenever a new or previously unrecognized hazard is identified. Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the assigned person must take appropriate corrective measures in a timely manner based upon the severity of the hazard. Employees must be informed of the hazard and interim protective measures taken until the hazard is corrected. A1 Party will utilize the Cal/OSHA standards as guidelines to assist in instituting control procedures to:

- Eliminate hazards from office equipment, processes, material, or work site structures.
- Abate hazards by controlling exposures to it or guarding against it at its source.
- Train personnel to be aware of hazards and to follow safe work practices and procedures.
- Prescribe signs and personal protective equipment for warning and shielding employees against hazards.

## HAZARD CHECKLIST OVERVIEW

The following Hazard Checklist form will be used by our staff to develop an inspection list. This form is also useful whenever employees are introduced to:

- ☐ New equipment
- ☐ New substances
- ☐ New processes
- ☐ New or revised procedures
- ☐ When a new or previously unrecognized hazard is observed

### INSTRUCTIONS FOR BOLTON STAFF:

1. Use your own experience to develop a hazard inspection checklist for your work area.
2. The items should be specific and clear enough so that anyone in your department can check off the items listed.
3. Once you have completed the list, make copies so that a new list does not have to be made every time you do an inspection.
4. This list should be made part of our Injury and Illness Prevention Program.
5. When doing the inspection, check either the "Satisfactory" box (indicating that the item was in good repair or working order) or the "Needs Attention" box (indicating the item was not in good repair and needs corrections).
6. The "Target Date for Correction" and "Date Corrected" boxes are used for follow-up inspections or to note that the item has been corrected. Follow-up inspections and corrections should be made on a timely basis.
7. Once the inspection is done, a copy of it should be kept in the safety file. All inspections, accident investigation findings and recommendations, shall be communicated to the employees and records maintained by your company for a minimum of 3 years.

## FACILITY INSPECTION FORM

Quarterly inspections are to be conducted prior to each meeting

By all:

supervisors/committee members

Results of inspections will be reviewed by \_\_\_\_\_

Also, weekly/monthly inspection results will be discussed during company safety meetings.

**Employees are encouraged to discuss and bring forward their ideas and thoughts regarding any safety items mentioned or of concern to them.**



## **ASSIGNMENT OF RESPONSIBILITY FOR INJURY OR ILLNESS INVESTIGATION**

A1 Party Safety Manager will investigate the injury or illness for the purpose of determining the cause or causes. All investigations will be conducted within hours/days of the incident. Documentation of the accident will be done using form to determine what corrective action(s) should be taken.

Injury and illness investigation findings and recommendations will be communicated to them employees utilizing the methods outlined in the company Injury and Illness Prevention Program.



**SUPERVISOR'S REPORT OF ACCIDENT**

1. Employee's Name: \_\_\_\_\_
2. Job Position/Title: \_\_\_\_\_
3. Supervisor's Name: \_\_\_\_\_
4. Date And Time Of Injury: \_\_\_\_\_
5. Location: \_\_\_\_\_
6. Task Being Performed When Injury Occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Date And Time Injury Reported To You: \_\_\_\_\_
8. Name(s) Of Witness(es): \_\_\_\_\_
9. Witness(es) Comments Available? If so, please attach separate statement(s).
10. Incident Resulted In:      Injury    Fatality    Property Damage    First Aid Given
11. Medical Treatment Required?: \_\_\_\_\_
12. Workdays Lost?: \_\_\_\_\_
13. Describe How the Injury Or Illness Occurred: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. What Actions, Events Or Conditions Contributed Most Directly To This Injury Or Illness?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Could Anything Be Done To Prevent Injuries Of This Type? If so, please list: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Any person who makes or causes to be made any knowingly false or fraudulent materials statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

## **SAFETY AND HEALTH RECORDKEEPING**

### **SAFETY AND HEALTH RECORDKEEPING**

No operation can be successful without adequate recordkeeping, which enables our company to learn from past experience and make corrections for future operations. Records of incidents, work-related injuries, illnesses and property losses serve a valuable purpose. Under Cal/OSHA recordkeeping requirements, information on injuries and illnesses is gathered and stored. Upon review, causes can be identified and control procedures instituted to prevent the illness or injury from recurring. Keep in mind that any inspection of our workplace may require us to demonstrate the effectiveness of *your program*.

### **INJURY AND ILLNESS RECORDS**

Injury and illness recordkeeping requirements under Cal/OSHA require a minimum amount of paperwork. See Appendices for sample forms. These records give us one measure for evaluating the success of our safety and health activities: success would generally mean a reduction or elimination of employee injuries or illnesses during a calendar year. During the year, we will periodically review these records to see where our injuries and illnesses are occurring and in what numbers. We will look for any patterns or repeat situations. These records can help us identify hazardous areas in our workplace and pinpoint where immediate corrective action is needed.

### **EXPOSURE RECORDS**

Injury and Illness records may not be the only records we will need to maintain. Certain Cal/OSHA standards which deal with toxic substances and hazardous exposures require records of employee exposure to these substances and sources, physical examination reports, employment records, etc. Using any of the regulated carcinogens have additional reporting and recordkeeping requirements. See Title 8 of the *California Code of Regulations* for details.

### **DOCUMENTATION ON OUR ACTIVITIES**



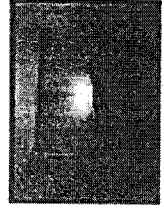

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections must be maintained for as long as the actual need exists.

We are now required to keep written records of your activities, such as, policy statements, training sessions for management and employees (specify the name of trainer and trainee(s), topics and dates, etc.), safety and health meetings held, information distributed to employees, medical arrangements made, scheduled and periodic inspections (specifying inspector's name, findings and corrections, etc.). These training and inspection records must be maintained at least three years. Finally, written records afford an efficient means to review our current safety and health activities for better control of our operations and to plan future improvements.

# A1 PARTY SAFETY

## TITLE 8, CALIFORNIA CODE OF REGULATIONS: AREAS TO CONSIDER

### FACILITY INSPECTION FINDINGS

COMPANY:	Bolton & Company	LOCATION:	245 S. Los Robles Pasadena, Ca 91102
COPY OF RECS TO:	Barbara Doering	DATE:	March 4, 2010
PHOTO		LOCATION/HAZARD DESCRIPTION	Cal OSHA Reg
   		<p><b>Stairways Interior</b></p> <ul style="list-style-type: none"> <li>• Trip hazard, three stairways on the north and south side of the building as well as the central stairwell. <ul style="list-style-type: none"> <li>◦ Inadequate lighting</li> <li>◦ Hand rails do not extend to the entire length of the stairway.</li> </ul> </li> <li>• <b>Recommendations</b> <ul style="list-style-type: none"> <li>• Extend hand railings to the entire length of the stairway</li> <li>• Increase illumination in the stairways. This can be done by use of battery operated lights that can be mounted at the bottom edge of the stairs, below the hand rails.</li> </ul> </li> </ul>	<p>3272. Aisles, Walkways</p> <p>c) Permanent aisles, ladders, stairways, and walkways shall be kept reasonably clear and in good repair. Where, due to lack of proper definition, such aisles or walkways become hazardous, they shall be clearly defined by painted lines, curbing, or other method of marking walkways</p> <p>3214. Stair Rails and Handrails</p> <p>a) Stairways shall have handrails or stair railings on each side. Intermediate stair railings shall be spaced approximately equal within the entire width of the stairway.</p> <p>3317. Illumination</p> <p>(a) Working areas, stairways, aisles, passageways, work benches and machines shall be provided with either natural or artificial illumination which is adequate and suitable to provide a reasonably safe place of employment.</p>

*Bolton & Associates assists employers in evaluating workplace safety exposures. Surveys and related services may not reveal every hazard, exposure and/or violation of safety practices. Employee protection is ultimately the responsibility of the employer. Inspections by Bolton & Associates do not constitute an undertaking on behalf of, or for the benefit of, the employer or others to determine or warrant that the workplace, operations, machinery, appliances or equipment are safe or in compliance with applicable regulations.*

## **EVENT MANAGEMENT**

- I. Pre-Planning**
  - a. Site Visits**
  - b. Job Cost**
- II. Key Management Contacts**
- III. Key Event Contacts – other**
- IV. Staffing**
- V. Organizational Matrix**
- VI. Production**
  - a. Pre-Production**
  - b. Project Distribution**
  - c. Pre-Event**
  - d. Installation**
  - e. Strike**
- VII. Post Production**
  - a. Project Overview**
  - b. Assessment**

## **II. KEY MANAGEMENT CONTACTS**

- a. CFO
  - i. Chet Fortney
- b. COO
  - i. Rene Martinez
- c. General Manger
  - i. Steven Martinez
- d. Sales Account Manager
  - i. Michael Martinez
- e. Project Manager
  - i. Marcos Madrigal
  - ii. Stefanie Rigazzi
  - iii. Angela Barrera
- f. Operations Manager
  - i. Oscar Melendez
- g. Purchasing Manager
  - i. Carlos Ortega
- h. Dispatch Manager
  - i. Luis Garcia

## **III. KEY EVENT CONTACTS - OTHER**

- a. Sales Assistant
  - i. Stefanie Rigazzi
  - ii. Valerie Baeza
  - iii. Paula Gutierrez
  - iv. Samantha Macomber
- b. Controller
  - i. Roxanne McLaughlin

## **VI. ORGANIZATIONAL MATRIX**

### **iii. Event Book**

- 1. Event Information**
  - a. Site information
  - b. A1 Event Staff
  - c. Client Staff
- 2. Timelines**
  - a. A1 Event
  - b. Client
- 3. Contracts/Orders**
  - a. By Install Date
  - b. By Area
- 4. Diagrams**
- 5. A1 Event On Site Forms**
  - a. Green Form
    - i. Additions & Changes
  - b. Incident Reports
  - c. On Site Emergency Plan

### **iv. Project Review**

- 1. Production Meeting**
  - a. Event Books reviewed (page by page) with key staff
    - i. Sales Account Manager, General Manger, Project Managers, Purchasing Manager, Operations Manager, Dispatch Manager, Warehouse Supervisors, Canvas Supervisor, and Hardware Supervisor.
  - b. Purchasing Manager
    - i. Identifies all products that need to be purchased and manufactured.
    - ii. Secures all heavy equipment project and crew needed

b. Pre-Event

i. Pre-Event meeting

1. Finalize all last minute revisions and changes prior to first installation date.
2. Crew leads and or drivers are present in Pre-Event meetings for the review
3. Operations Manager and Dispatch Manager provide an equipment timeline for crew and Project Managers.

c. Installation

d. Strike

**VIII. POST PRODUCTION**

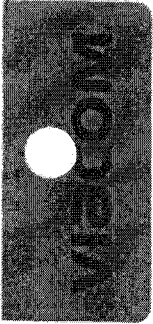
a. Project Overview

i. Post Event Meetings

1. One week after final strike day a meeting is conducted with all key staff and management to review entire project.
2. One week after A1 Event post event meeting one is conducted with the client.

b. Assessment

- i. Summaries are provided by Sales Account Manager, Project Managers and Sales Assistant to file for the following year.



MEMO

October 13<sup>th</sup>, 2017

To Whom It May Concern:

I am writing this letter of recommendation for A-1 Party Rentals with a focus on Cindy Santiago and Stephanie Rigazzi.

MTV has used A-1 several times in the past. This year, we again held our MTV Video Music Awards and our tenting and miscellaneous needs were the most extensive ever! Cindy and her team handled every order, change, and last-minute-addition without blinking an eye. I could not have been happier with the quality of their tents and equipment, the professional demeanor of their installers, and above all, the accessibility of Cindy and Stephanie throughout our three weeks onsite.

I can't say enough about the great experience we had with A-1 Party Rentals and certainly would recommend them for any event, large or small. MTV looks forward to working with them in the future.

Best,



Eric Nicosia  
Head of Event Operations & Management  
MTV





May 9, 2016

To whom it may concern,

A1 Party Rentals have provided canopies and tents for Goldenvoice special events for over 8 years and we will, with confidence, continue to use them in the near and long term future. In this time, A1 Party Rentals have been precise and punctual in ensuring that all of their tents, canopies and other rental equipment were installed and ready to go well before all deadlines. The staff is very friendly and professional. Whenever we have questions or need to make changes, Special Event Coordinator Cindy Santiago and her team do not hesitate to make those changes and address our needs. Goldenvoice is always happy to work with Cindy and A1 Party Rentals.

Cindy Santiago is professional at all times and has demonstrated the capacity to work effectively with individuals of all levels in any organization. I believe her to be a tremendous asset to any event production and I highly recommend her and A1 Party Rentals for your events.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevan Wilkins", with a long horizontal line extending to the right.

Kevan Wilkins  
Production Manager  
Goldenvoice



August 14, 2017

To whom it may concern,

I would like to endorse A-1 as a candidate for the opportunity to provide services for your event. A-1 has been our preferred rentals partner for many years and I have had the pleasure of working with them for over four years. We have worked with A-1 for special events on game days, major concerts, Postseason and non-game day special events of all types and scope.

The leadership team at A-1 consistently provides a quality product and manages its services and staff with a very high standard of professionalism, efficiency and accountability. I find their team to be effective problem solvers and very responsive to our unique and often, last-minute requests. They are a true partner in every sense of the word.

I recommend A-1, unreservedly, to provide their array of products and services for your event and would make myself available should you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read "SE", with a large, stylized flourish extending from the end.

Steve Ethier  
Senior VP, Stadium Operations  
[sethier@ladodgers.com](mailto:sethier@ladodgers.com)



## Supplier References

### **Powertrip Rentals**

2501 Orange Ave  
Signal Hill, CA  
562-606-2727

Powertrip Rentals is a specialized rental company that is dedicated to serving the Southern California entertainment, event and movie industries. The quality of the equipment, dependability and on time delivery counts, Power Trip Rentals is second to none. Their equipment is of the latest design, and with our in house mechanics the equipment is constantly maintained. We're on call 24/7, providing equipment and Generator Rental to Los Angeles, Orange County, San Diego, Santa Barbara, and San Bernardino County. Over 30 years of experience, established in 2007. Over 30+ employees. Construction, Mining, and Forestry Machinery and Equipment Rental and Leasing.

A-1 has used Powertrip since 2007 for heavy construction equipment such as Forklifts, Aerial lifts, Lighting, Vehicles, and power distribution.

### **United Site Services**

4511 Rowland Avenue  
El Monte, CA 91731  
800-864-5387

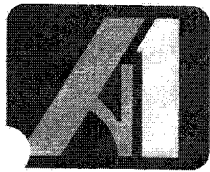
The leading Sanitation and Fencing company servicing a wide range of Special Events nationwide. United Site Services helps plan and review logistics for proper sanitation facilities, placement, recommended services, fence installation, and event pickups. 85 Locations nationwide.

A-1 currently uses United Site Services for barricades, fencing, and Portable restroom rentals.

### **California Combining Corporation**

5607 S. Santa Fe Ave.  
Los Angeles, CA 90058  
323-589-5727

Over 60 years in business they help A-1 by Providing Laminated Materials for tenting, structures, canopies, and banners. State of the art modern equipment with custom engineered additions produces both stock and custom materials.



**PARTY**  
CELEBRATE WITH STYLE

## **Company Practices**

### **Quality**

In a 40,000 and 25,000 square foot warehouse, A1 maintains a wide scope of inventory which would enable us to meet the equipment requests from Riverside County Fair at a moments notice. Our equipment is inspected by our well trained warehouse team not only upon return from events but also while staging for deliveries. Our tents, canopies and sidewalls are hand cleaned before leaving for an event and this attention to detail has become our signature trademark.

### **Methodology**

With the correct information, planning and staff allocated to an event things can get done and we believe that any event can be installed and removed in a timely manner. We utilize time lines which we find are key in event planning and keeps everyone on the team focused. A1 will provide Riverside County Fair a written time line when awarded your contract which will illustrate our game plan and be specific on installation and removal time lines.

Our Project Managers go to each event armed with their area of focus, complete time lines for the entire event, layouts, contact names and emergency numbers in case any questions come up.

To address potential questions, we have what we call a "Prevent Meeting". At this Pre Event (Prevent) meeting, our staff goes over every aspect of the event from set up to removal. This attention to detail we have found is instrumental in the concise planning and execution of the event. Everyone from our Project Manager, Event Coordinator and Operations Manager are in this meeting so our clients can rest assured knowing that everyone has complete and full understanding of their event and what is expected.

### **Green Practices**

At A1, we pride ourselves on not being a waste intensive company. But we still do what we can to maintain a green philosophy. All of our cleaning supplies are environmental friendly, we practice recycling with easy access to trash and recycle bins throughout our office and warehouse. Since electronics (in our case replaced monitors and computers and other office equipment) may contain lead, copper, and other heavy metals or potentially toxic substances, it is critical that these types of items be disposed of properly. To help with this A1 participates in The City of Covina "E" waste program. A local charity group collects old cell phones and A1 saves any old phones and gives them to the charity that recycles them.

THE RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL  
REQUEST FOR PROPOSALS

Proposer/Contractor Status Form  
Page 2 of 2

**Fictitious name**

If contractor is doing business under a fictitious business name and will be performing under the fictitious name, please attach a clearly legible copy of the current fictitious filing.

**Pending litigation hearings**

Are any civil or criminal litigation or administrative hearings currently pending against the proposer's organization, owners, officers, or employees? \_\_\_\_\_

If yes, please state the case number, agency, or court where pending and status of litigation or hearing.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We reserve the right to verify the information provided on this form by the proposer during the RFQ process. By signing this form, you are authorizing the release of any and all information pertaining to yourself and business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government or private agencies or individual who furnish such information from liability for damages which may result from furnishing the information requested.

I declare under penalty of perjury that the above information is true and correct and that I am authorized to sign this status form on behalf of the proposer/contractor.

  
Signature

MICHAEL MARTINEZ  
Print name

IF this status form is not completely filled out, signed and submitted with proposer's response to the RFQ, the bid will be rejected as non-responsive, any false or misleading information will cause the bid to be rejected as non-responsive.

THE RIVERSIDE COUNTY FAIR & NATIONAL DATE FESTIVAL  
REQUEST FOR PROPOSALS

Financial Proposal Form  
Tent, Pipe, and Drape  
(Please submit two original copies)

I hereby submit the following bid for tent, pipe, and drape services on the grounds of the Riverside County Fair & National Date Festival for a one (1) year period 2018, and two (2) one-year options for 2019, and 2020.

2018, 1<sup>st</sup> - Year tent, pipe, and drape \$ 95,154.00

2019, 2<sup>nd</sup> - Year tent, pipe, and drape \$ 95,154.00

2020, 3<sup>rd</sup> - Year tent, pipe, and drape \$ 95,154.00

Total three year bid \$ 285,462.00

All proposers must fill in the following information and sign this form in order for the "Financial Proposal Bid Form" to be considered.

AI PARTY RENTAL  
Firm name

626-967-0500  
Phone number

251 E FRONT STREET  
Address

COVINA, 91723  
City/Zip code

95-4773522  
Taxpayer ID number

Proposer certifies to that proposer has thoroughly familiarized self with the Riverside County Fair facilities and accepts all reasonable disclosed risks in submitting this proposal that a prudent review of the facility would have revealed.

By its signature on this proposal form, the proposer certifies that he/she has read and understood the RFP package. Further, proposer certifies that the information provided by the proposer is accurate, true and correct, and not intended to mislead the Riverside County Fair in any manner.

Will Maty  
Signature

SALES MANAGER  
Title

Part III  
Tent, Pipe, and Drape  
Exhibit A- Actual Fee Specifications

Amt.	Style & Description	Size	*2018 Quote	*2019 Quote	*2020 Quote
30	Raingutters (Aladdin's Bazaar)	10'	300.00	300.00	300.00
7	White Pagodas with 1-wall, 2-1/2 walls, glags & lights (Gate Tents)	7' x 7' x 8'	787.50	787.50	787.50
116	Standard Drapery Booths (Fullenwider Building-Commercial)	10'x 10' x 8'	4060.00	4060.00	4060.00
44	Standard Drapery Booths (Commercial Tent)	10'x 10' x 8'	1540.00	1540.00	1540.00
47	8' High Straight Drapery (Taj Mahal)	10' Sections	1645.00	1645.00	1645.00
47	3' High Straight Drapery (Taj Mahal)	10' Sections	1175.00	1175.00	1175.00
220'	Straight Drapery (Junior Bldg)	8" High	770.00	770.00	770.00
30'	8' High Straight Drapery (First Aid)		105.00	105.00	105.00
60'	Black Duvantline Drapery (Fantasy Springs)	10' - 12' high	360.00	360.00	360.00
100'	8' High Straight Drapery (Lounge-Commercial Bldg)	of 8' Straight Drapery	350.00	350.00	350.00
60'	10' High Straight Black Duvantline (Shallimar Patio Storage)		360.00	360.00	360.00
15	RWB Bunting Fans (Arena)		225.00	225.00	225.00
2	Stanchion chrome (Arena)		33.00	33.00	33.00
1	Stanchion, red rope 8' (Arena)		6.00	6.00	6.00
60	4' White Vinyl Picket Fence (Pel Adoption & VIP Area)		1440.00	1440.00	1440.00
250	Bike Racks with flat feet		3250.00	3250.00	3250.00
7200'	White Fence Wall	6' Heavy Duty	9000.00	9000.00	9000.00
370'	White Fence Wall	8' Heavy Duty	462.50	462.50	462.50
1	25'x 40' Black Astro Turf (Performers)		500.00	500.00	500.00
40	Fire Extinguishers		510.00	510.00	510.00
2	Stand by labor for first two days of Fair (8-10 hour shift per day)		1500.00	1500.00	1500.00
	Other fees				
	TO INCL TRAVEL	Sales Tax, Surcharges, Other Charges	\$ 9000.00	\$ 9000.00	\$ 9000.00
	TO INCL TABLES, CHAIRS, LINEN DEL	Total charges for delivery & pick up	\$ 16500.00	\$ 16500.00	\$ 16500.00
		Total Bid Amount	\$ 95,154.00	\$ 95,154.00	\$ 95,154.00

\* Bids are quoted on the required amounts remaining the same in 2019, and 2020. However, Fair layout determines quantities and bids shall be adjusted using rate sheet as provided in Part A - of Section III - Tent, Pipe, & Drape Fee Specifications

Part III  
Tent, Pipe, and Drape  
EXhibit B - Fee Sheet

Structures	Size	Price	Price with walls and Lights
White	60'x100'x10'	\$ 7500.00	\$ 8200.00
White	80'x100'x10'	10,000.00	12,000.00
White	30'x60'x10'	\$ 1170.00	\$ 1335.00

Please List any additional sizes available (include price)

Structures	Size	Price	Light and Walls
062 CURVED BEAM	100 X 100	\$ 12,500.00	\$ 15,000.00
0100 CURVED BEAM	120 X 100	\$ 17,400.00	\$ 21,000.00
FT130 CURVED BEAM	130 X 100	18,850.00	22,750.00
Description	Pricing	Amount	
Tent Wall	Price Per Foot	1.98	
Standard Drapery Booth	Per Per 10'x10'x8'	\$ 35.00	
High Drapery (Duvatine or Velvet)	Price Per Foot	\$ 6.00	
3' Straight Drapery	Price Per Foot	\$ 2.50	
8' Straight Drapery	Price Per Foot	\$ 3.50	
White Picket Fence	Price Per Foot	\$ 24.00	
Anchors (concrete)	Per item	\$ 25.00	
Canopy bases	Per item	\$ 5.50	
10' Rain gutters	Per item	\$ 10.00	
Black Astro Turf	Price Per SQ. FT.	\$ .50	
Roll of Vellon (indicate size)	Price Per Roll	\$ 175.00	
White Fence Wall (Exact to size) 6' high	Price Per Foot	\$ 1.25	
White Fence Wall (Exact to size) 8' high	Price Per Foot	\$ 1.25	
Barricades (Bike Racks with flat feet)	Price Per Bike Rack	\$ 13.00	





# A1 PARTY

CELEBRATE WITH STYLE

251 E FRONT STREET  
COVINA, CA 91723  
A1PARTYRENTAL.COM

P 866.217.2789  
F 626.967.7572

Customer #: 2325

Status: Quote

Quote #: q22767

Event Beg: Fri 2/16/2018 9:00AM

Event End: Sun 2/25/2018 6:00PM

Operator: Santiago, Cindy

Terms: On Account

RIVERSIDE COUNTY FAIR

760-863-8247 Phone

760-863-8973 Fax

82503 HWY 111

Job Descr: RIVERSIDE COUNTY FAIR 2018

INDIO, CA. 92201

Ordered By: MARIA LASCANO 760 863-7268

Salesman: CINDY SANTIAGO CINDY@A1PARTYRENTAL.COM

## Delivery and Pickup

Delivery: Tue 2/6/2018 8:00AM

Contact:

Pickup Date: Mon 2/26/2018 8:00AM

Phone:

Used at Address: 82503 HWY 111 ; INDIO, CA. 92201

Qty	Items Rented	Each	Price
<b>COMMERCIAL TENT</b>			
1	STRUCTURE, 80'X40'X10' WHITE (G/E KIT) >>> 80'X 120' WHITE STRUCTURE WITH CLEAR GABLED ENDS <<<	\$14,400.00	\$14,400.00
12	STRUC, FT062, SIDEWALL, 20' WHITE ACCESS	\$0.00	\$0.00
48	CANOPY, HARDWARE, STEEL STAKES 42" X 1"	\$0.00	\$0.00
4	STRUCTURE, 80'X20'X10' WHITE (MID KIT)	\$0.00	\$0.00
8	STRUC, FT062, SIDEWALL, 20' WHITE ACCESS	\$0.00	\$0.00
32	CANOPY, HARDWARE, STEEL STAKES 42" X 1"	\$0.00	\$0.00
8	SIDEWALL, 10'X20' CLEAR, W/ BLK FRAME	\$0.00	\$0.00
14	LIGHT, HI BAYS 400WATT	\$0.00	\$0.00
<b>*MAGIC CARPET*</b>			
1	STRUCTURE, 60'X WIDE >>> (1) 60' X 105' X 10' - WITH FLAT ENDS, WITH OPEN FILLERS, (1) BACK WALL - STAKING <<<	\$8,200.00	\$8,200.00
3	SIDEWALL, 10'X20' WHITE	\$0.00	\$0.00
8	LIGHT, HI BAYS 400WATT	\$0.00	\$0.00
<b>*ALADDIN'S BAZAAR*</b>			
1	SPECIALTY CANOPY >>> (1) 30' X 30' X 10' TRUSS WITH SHADE ROOF <<<	\$1,500.00	\$1,500.00
16	TRUSS, STICK 10'	\$0.00	\$0.00
4	TRUSS, CORNER 6WAY	\$0.00	\$0.00
4	TRUSS, BASE PLATE 30" SQ.	\$0.00	\$0.00
2	TRUSS, SCREEN 20'X40', BLACK MESH	\$0.00	\$0.00
<b>*FOOD AREA*</b>			
1	CANOPY, 30'X30', EXPANDABLE, PAGODA, WHT >>> (1) 30' x 60' x 10' - STAKING <<<	\$1,335.00	\$1,335.00
2	MIDDLE, 30'X15' WHT PAGODA	\$0.00	\$0.00
3	LIGHT, HI BAYS 400WATT	\$0.00	\$0.00
<b>*CONCERT PAVILION*</b>			
1	CANOPY, 20'X20', EXPANDABLE, WHITE, KWK >>> (1) 20' X 60' X 10' - WITH (3) WALLS - STAKING <<<	\$915.00	\$915.00
2	MIDDLE, 20'X20', WHITE KWK	\$0.00	\$0.00
6	SIDEWALL, 10'X20' WHITE	\$0.00	\$0.00
1	SIDEWALL, 10'X10', WHITE	\$0.00	\$0.00
12	LIGHT, PAR-CAN 64 BLACK 500 W	\$0.00	\$0.00
1	CANOPY, 10'X20', EXPANDABLE, WHITE, KWK >>> (1) 10' X 20' X 10' - STAKING <<<	\$190.00	\$190.00

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Modification #7

Contract-Params.rpl (1)

Qty	Items Rented	Each	Price
136	SIDEWALL, 8'X20' WHITE	\$0.00	\$0.00
136	LIGHT, 200W QRTS	\$0.00	\$0.00
136	ELEC. CORD 25'	\$0.00	\$0.00
<b>*ALL ENTRANCE GATES-CHECK IN*</b>			
7	CANOPY, 7'X7', PAGODA, WHITE >>> (7) 7' X 7' X 8' - (1) BACK WALL EACH, (2) HALF WALLS EACH - STAKING <<<	\$112.50	\$787.50
7	SIDEWALL, 8'X7' WHITE	\$0.00	\$0.00
14	SIDEWALL, 3'X7' WHITE	\$0.00	\$0.00
14	DRAPERY, HARDWARE, 6'-10' SPREADER BAR	\$0.00	\$0.00
28	DRAPERY, HARDWARE, 3' UPRIGHT	\$0.00	\$0.00
7	LIGHT, 200W QRTS	\$0.00	\$0.00
7	ELEC. CORD 25'	\$0.00	\$0.00
<b>*ALADDIN'S BAZAAR*</b>			
30	CANOPY, HARDWARE, RAINGUTTER 10'	\$10.00	\$300.00
<b>*COMMERCIAL BLDG*</b>			
116	DRAPERY, 10X10 BOOTH >>> (116) 10' x 10' x 8' BOOTHS- BLACK DRAPES <<<	\$35.00	\$4,060.00
105	DRAPERY, HARDWARE, 3' UPRIGHT	\$0.00	\$0.00
94	DRAPERY, HARDWARE, LG.BASE PLATE	\$0.00	\$0.00
80	DRAPERY, HARDWARE, 6'-10' SPREADER BAR >>> (80) SPREADERS WITH (3) BLACK 8' DRAPES EACH <<<	\$0.00	\$0.00
94	DRAPERY, HARDWARE, 8' UPRIGHT	\$0.00	\$0.00
105	DRAPERY, HARDWARE, SM. BASE PLATE	\$0.00	\$0.00
81	DRAPERY, HARDWARE, 6'-10' SPREADER BAR >>> (81) SPREADERS WITH (3) BLACK 3' DRAPES EACH <<<	\$0.00	\$0.00
240	DRAPERY, PANEL, BLACK 8'X45"	\$0.00	\$0.00
243	DRAPERY, PANEL, BLACK 3'X45"	\$0.00	\$0.00
<b>COMMERCIAL TENT</b>			
44	DRAPERY, 10X10 BOOTH	\$35.00	\$1,540.00
88	DRAPERY, HARDWARE, 3' UPRIGHT	\$0.00	\$0.00
176	DRAPERY, HARDWARE, LG.BASE PLATE	\$0.00	\$0.00
132	DRAPERY, HARDWARE, 6'-10' SPREADER BAR	\$0.00	\$0.00
<b>*TAJ MAHAL BLDG*</b>			
470	DRAPERY, STANDARD	\$3.50	\$1,645.00
108	DRAPERY, PANEL, BLACK 8'X45"	\$0.00	\$0.00
36	DRAPERY, HARDWARE, 6'-10' SPREADER BAR >>> (3) 8'X45" BLACK DRAPES PER SPREADER <<<	\$0.00	\$0.00
44	DRAPERY, HARDWARE, 8' UPRIGHT	\$0.00	\$0.00
44	DRAPERY, HARDWARE, LG.BASE PLATE	\$0.00	\$0.00
470	DRAPERY, STANDARD	\$2.50	\$1,175.00
31	DRAPERY, PANEL, BLACK 3'X11"	\$0.00	\$0.00
31	DRAPERY, HARDWARE, 6'-10' SPREADER BAR >>> (1) 3' X 11' BLACK DRAPE PER SPREADER <<<	\$0.00	\$0.00
34	DRAPERY, HARDWARE, 3' UPRIGHT	\$0.00	\$0.00
34	DRAPERY, HARDWARE, SM. BASE PLATE	\$0.00	\$0.00
<b>*JUNIOR BLDG*</b>			
220	DRAPERY, STANDARD	\$3.50	\$770.00
30	DRAPERY, PANEL, BLUE 8'X45"	\$0.00	\$0.00
15	DRAPERY, PANEL, OFF-WHITE 8'X45"	\$0.00	\$0.00
15	DRAPERY, HARDWARE, 6'-10' SPREADER BAR >>> (3) 8' HIGH DRAPES PER SPREADER - BLUE/WHITE/BLUE <<<	\$0.00	\$0.00

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Modification #7  
Contract-Params.rpt (1)

Qty	Items Rented	Each	Price
1	LABOR >>> (2) STANDBY MEN FOR (2) DAYS AT OPENING OF FAIR, (8) HOURS EACH DAY - ON SITE TIME TBD <<<	\$1,500.00	\$1,500.00
	<b>TRAVEL</b>		
1	TRAVEL	\$9,000.00	\$9,000.00
	<b>*DELIVERY / PICK UP*</b>		
1	DELIVERY/PICKUP	\$6,500.00	\$6,500.00

**This is a Quote Only.**

**Thank you for the opportunity to assist you on your special event we greatly appreciate your business.**

**By signing this quote you agree and acknowledge the Reservation Policy and Terms & Conditions.**

**Quotes are valid for up to 30 days, pricing and availability are subject to change at time of reservation.**

**Thank you**

<b>Rental:</b>			<b>Delivery Charge:</b>		
\$88,654.00			\$6,500.00		
<b>Subtotal:</b>			<b>Total:</b>	<b>Paid:</b>	<b>Amount Due:</b>
\$95,154.00			\$95,154.00	\$0.00	\$95,154.00

**Signature:**

**RIVERSIDE COUNTY FAIR**